

ENDING AN OUT OF HOME PLACEMENT

1. Expand all your Cases. Scroll to the case where the out of home placement requires ending.
2. Click on the yellow file folder next to the case name to expand the case and see all the icons.
3. Scroll to the placement icon. Click on the placement Icon to open all the placements that exist in the case.
4. Click on the specific placement line for the child's current open Out of Home Placement (You know this is the current open placement because there is a start date but not an end date which shows following the words Out of Home Placement.) Clicking on this placement line it will open the child's Out of Home Placement Window.

The screenshot shows the 'Placements and Services' window in Microsoft Internet Explorer. The browser title is 'Placements and Services - Microsoft Internet Explorer'. The page header includes the 'eWiSACWIS' logo and navigation links for 'Print', 'Spell Check', and 'Help'. The 'Child' section at the top identifies the child as 'Andrews, Charlie', the case name as 'Andrews, Brandy', and the request number as blank. Below this, there are tabs for 'Service' and 'Provider'. The 'Placement Begin' tab is active, displaying a form with various fields and checkboxes. The form is organized into two columns. The left column contains dates for 'Placement Begin Date' (02/16/2004) and 'Date Removed from his/her home' (02/16/2004), a 'VPA Date' (00/00/0000), and several checkboxes for placement types: 'This is a CPS Non-Conforming Placement', 'This is an Adoptive Placement', 'This Placement is the result of a transfer', 'This is an Emergency Situation', and 'After Hours Placement'. It also includes a section for 'Removal Reasons' with radio buttons for 'Yes', 'No', and 'N/A' (selected), and a question about legal responsibility. The right column contains dates for 'Placement End Date' (00/00/0000) and 'Estimated End Date' (00/00/0000), a 'County' dropdown (Eau Claire), a 'Service Category' dropdown (Foster Home - General License), a 'Service Type' dropdown (F.H. - Gen. License 5-11), a 'Placement Status' dropdown (Fstr Fam Hm (Non-Ret)/Ct-Ord (AFCARS)), and financial fields for 'Child Specific Rate' (\$0.00), 'Current Basic Rate' (\$329.00), 'Administrative Fee' (\$0.00), 'Exceptional Amount' (\$0.00), 'Supplemental Points' (with a link to 'Supplemental Points'), 'Supplemental Points Amount' (\$0.00), and 'Current Total Monthly Payment' (\$329.00). At the bottom, there is an 'Options' section with a dropdown set to 'Placement Ending' and a 'Go' button, along with 'Save' and 'Close' buttons.

Click on the Options drop down. Select the option of Placement Ending. Click on “Go” button. This will open the Service Ending window.

6. Type in the date you want to record as the end the placement. NOTE: You also need to end the placement on the last full day the child was placed in the provider's home. For example: If you moved the child from the provider's home on January 1, 2001 you would end the placement on December 31, 2000 as this was the last full day the child was in the provider's home.
7. Select the reason for the ending of the placement from the drop down list provided in the End Reason field.
8. Depending on the reason selected for the end of the placement, you may be required to select a Discharge Reason also. For example, "Reunification with Primary Caretaker" will require you to select a discharge reason. Selecting "Agency Requested Change" will not require you to select a discharge reason as it is presumed the child will be entering another placement, therefore, the child is not being "discharged" from all placements.
9. In the Service Ending window, select "Approval" from the Options drop-down. Click on the "Go" button.
10. This will open the approval window. Click on the "Approve" radio button. Click on the "Continue" button. This will take you back to the Service Ending window. Click on the Save button. Click on the Close button. This will take you to the Placement window. Click on the Close button on this window.
11. Click on the Case Name hyperlink to open the Case Maintenance window. Click on the name of the child whose placement has just been ended. This will open the child's Person Management record. Click on the address tab and update the address of the child whose placement you just ended.